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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8715.1**Effective Date: August 09,
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Subject: NASA Occupational Safety and Health Programs w/Change 3 (02/13/06)**Responsible Office: Office of Safety and Mission Assurance**[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |
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CHAPTER 5. Councils and Committees

5.1 General

Under provisions of the Basic Program Elements for Federal Employee Occupational Safety and Health Programs (29 CFR, Part 1960), agencies are given certain options regarding the use of safety and health committees. NASA has chosen not to implement committees certifiable under these regulations; however, NASA will continue to require the basic safety and health committee concept for Centers as outlined in paragraph 5.3 and 5.4 below.

5.2 Participation in the NASA Operations Management Council

The DASHO is a member of the NASA Operations Management Council in order to ensure top level management support. A voice in this forum is provided in order for the Agency to meet its externally mandated safety and health requirements, and to ensure uniform, basic, quality health and safety services for NASA employees. The NASA Operations Management Council serves as the broad forum for reviewing all Agency policy, practices, and issues impacting NASA operations and the safety, health and well-being of its employees.

5.3 Center Executive Safety and Health Board or Equivalent

This committee will be established at each Center. The NASA Center Director or a designee will be the chairperson. Meetings will be scheduled at least semiannually and more often where conditions indicate a need. The purpose of this committee is to provide a forum for meaningful discussion of, and a channel for input to, management's decisions relative to occupational safety and health matters. For these reasons, membership should be broad based and will include representatives of both management and employees. Safety and health, as well as other technical personnel, should be either full members or advisors to the committee and should attend meetings. Agendas shall be prepared in advance and minutes kept and distributed to participants ([Requirement 22065](#)). Each committee recommendation shall receive a formal response from management, within 30 days of receipt, as to the disposition of the recommendations and be incorporated in the minutes of subsequent meetings ([Requirement 31587](#)). Copies of minutes shall be kept on file for review by Headquarters safety and health offices ([Requirement 31588](#)).

5.4 Subordinate Safety and Health Committees

Special safety and health committees may be formed on an ad hoc or continuing basis in accordance with 29 CFR 1960.38 to assist the NASA Center or Component Facility safety and health officials in dealing with particular programs, projects, geographical areas, or special operations. Committee members chosen for this assignment must receive safety or health training as required ([Requirement 22066](#)). NASA Centers or Component Facilities are also encouraged to form supervisor-and employee-level safety committees to assist in the implementation of the safety and health programs. Written minutes of each committee meeting shall be maintained and distributed per 29 CFR 1960.37 ([Requirement 31589](#)).

5.5 Field Federal Safety and Health Councils

Field Federal safety and health councils are chartered by the Secretary of Labor and are located throughout the Nation. They encompass all Federal agencies in a particular geographic location. The basic objective of field councils is to facilitate the exchange of ideas and information to assist Federal agencies in reducing the incidence, severity, and cost of occupational accidents, injuries, and illnesses. They often provide consolidated training opportunities and provide for an exchange of

expertise between safety and health professionals from the participating agencies. NASA Centers or Component Facilities are encouraged to partake.

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